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What is critical thinking?

Critical thinking is the ability to think and express one's own opinions that involves questioning the ideas or believes of others while being opened minded.

[Source: proprofs quizzes 2021]

Cottrell (2013) suggests that critical thinking means evaluating the information and evidence that supports one's beliefs, also to stand back and carefully look at a situation more than once as this will help us how we think.

Note taking

Cottrell (2019) suggests while taking down notes always include a source and the page number so you can refer back to it to save time and looking through pages of notes".

Blackbourne (2018) suggests Note taking isn't just important for students, it's a valuable life skill. If you can take good notes, you will be more effective in pursuing one's goals whether you are a student, writer, or entrepreneur.

[source: Zebra pen corp 2021]

Conclusion.

Time management and note taking are just 2 of many main parts of critical thinking, which means better outcomes in situations in one's day to day life, which many of us come across every day.

[Source: corporatefinanceinstitute 2021]

Time management

Time management is important as it helps one manage their time throughout their days/weeks. It's also important as it can help you prioritize your tasks, so it makes sure that you have enough time available to complete ones upcoming tasks. Also, time management is important as it separates your personal life to your professional life. The importance of time management comes down to how much it impacts your personal and professional life. Time management is organizing your day so that you find the best use for every moment. Time management also allows you to create a healthy balance in your workflow and home life. Also keeping a good time management helps one to s schedule thir day ans make sure things are going to plan as it helps with good routine.

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